



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed FEB 21 1975 75-69 MAR - 5 1975	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Office of the Governor Executive Department Office of Special Affairs Room 104 Capitol Bldg. Atlanta, Ga. 30334			
4. Person to Contact Marge Williams		5. Working Title		6. Tel. No. 656-1794	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1971 to date		9. Exact Series Title Governor's Intern Personnel Files			
10. What is the function of the office in which this record series is created? The Governor's Office of Special Affairs is responsible for providing assistance and support to the Governor. The Office acts as liaison with consumer affairs organizations, the Southern Growth Policies Board, state agencies, and county and municipal governments, and provides technical assistance and expertise to these organizations. The Office also administers the Governor's Intern Program by recruiting students to provide short-term project-oriented assistance to organizations and agencies.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Maintaining background information on each intern. Included are: Personnel folders for each intern containing (1) application for participation in the program, (2) internship appointment and acceptance form, (3) project outline guides, (4) copies of transmittal memo accompanying stipend payments and (5) related correspondence and other documents. File is arranged: Chronologically by academic quarter; thereunder alphabetically by name of intern.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		6	9	3 2	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 8 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Prospective employers will need verification that applicants worked in Governor's Intern Program.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ~~1~~ CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

- ☒ [X] Hold in the current files area _____ month(s)/ 2 year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 6 year(s):
- ☒ [X] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Jim C. Ryles

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee		<i>Jim C. Ryles</i>	2-21-75
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved			
	State Auditor/Designee			
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved			
	Secretary of State/Designee			
STATE RECORDS COMMITTEE	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		<i>William M. Rife</i>	2-28-75
	Attorney General/Designee		<i>Carroll Hart</i>	2-24-75
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		<i>Robert J. Shree</i>	3-3-75